



603.01 Transfer Procedures

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

Approved Date: July 20, 2018

Review Due Date: July 20, 2019

Review Frequency: Annually

603.01-1 Policy

- I. Updated classification files and medical files for inmates, the Department of Corrections (DOC), or other jurisdiction facilities shall be transferred simultaneously or at the latest, within 72 hours.
- II. Prior to transfer to another facility or other substantial travel, either the inmates or their records shall be evaluated by health care staff to assess suitability for travel. Pertinent medical data to include medication, behavior management procedures, and other treatment, special care, or observation requirements during travel shall be documented in a manner readily accessible to and easily understood by transporting deputies or others who may be called upon to attend inmates during travel and on reception at the receiving facility.
- III. Specific written instruction shall be provided for medication or special treatment required en-route.

603.01-2 Transfer of Inmates to DOC

- I. Sections 944.17, and 13(5) (i), Florida Statutes, state that the DOC shall refuse to accept an inmate unless the following information is presented to the officer in charge of the reception process.
 - A. Health assessments, custody classification, disciplinary and adjustment information, substance abuse assessment and treatment information shall be submitted on standard forms developed by DOC.
 - B. Health care staff shall complete the Health Information Transfer Summary form, place it in a sealed envelope marked "confidential," and give it to the HCSO Transport Deputy or contract transport service staff.
 - C. Staff shall complete the Classification Information Transfer Summary, Sheriff's Certificate, and the Commitment Checklist form and give it to the HCSO Transport Deputy or contract transport service staff.
 - D. The HCSO Transport Deputy or contract transport service staff shall transport both these forms, along with all other required documentation, and present them to the officer in charge of the reception process at the DOC facility.
- II. Inmates sentenced to DOC, without holds placed by other jurisdictions, shall be transported after ensuring the following:

- A. The inmate is fully sentenced on all charges and has no outstanding court dates.
 - B. State commitment papers, along with the Pre-sentenced Investigations (PSI) are completed.
 - C. The Commitment Checklist form and the criminal history of the inmate are completed.
 - D. The Medical State Prison form, medication, and special instructions, if any, are collected.
 - E. The Prisoner Receipt is complete.
- III. Inmates sentenced to DOC, with valid holds from other jurisdiction(s), shall be transported after ensuring the following:
- A. Corrections has notified the other jurisdiction via teletype of the charge and sentence of the inmate.
 - B. The inmate will not be transported until commitment papers can accompany the inmate.
 - C. The inmate will be placed on the next available transport to the DOC once commitment papers are completed.
 - D. Other jurisdiction(s) desiring custody of the inmate shall pick-up the inmate prior to movement to DOC, or a detainer may be placed with DOC.
 - E. When an inmate is picked up by another jurisdiction, a detainer shall be placed for DOC by Hendry County and commitment papers shall accompany the inmate. The custody jurisdiction shall return the inmate to DOC upon completion of the jurisdictions' charges.

603.01-3 Medical Requirements for Travel

- I. Prior to transport the Shift Supervisor shall notify health care services of the transfer and health care staff will deliver the inmate's medical files to the Booking Office.
- II. Health care staff shall evaluate the inmate or the inmate's records to assess suitability for travel.
- III. When travel is approved, pertinent data shall be documented and sealed in an envelope clearly marked "CONFIDENTIAL MEDICAL INFORMATION". Data shall include:
 - A. Summaries or copies of inmate health records.
 - B. Medication, as applicable.
 - C. Behavior management procedures, as applicable.
- IV. If medication or other special treatment is required en-route, instructions for observation and care during travel shall be furnished to transport staff and shall be readily accessible and easily understood.

603.01-4 Transfer to Other Jurisdictions-Property Review

- I. Jail clothing and bedding return for inmates being transferred shall be accomplished in the same manner as with inmates being released.

- II. Personal clothing shall be returned to the inmate, and the Inmate's Personal Property sheet signed by the inmate.
- III. Personal property shall not be returned to the inmate, but shall be visually inspected by the inmate, and the Intake/Release of Inmate Property form signed indicating that the property listed has been verified by the inmate and is present.
- IV. Personal property items shall then be placed in a large paper bag with a copy of the Inmate's Personal Property sheet. The name of the inmate shall be indicated on the outside of the bag, and custody of the property given to transport staff to be delivered to the receiving facility.

603.01-5 Unclaimed Property

Individual inmates are responsible to notify a third party to pick up any of the inmate's personal property left at a HCSO Jail facility upon the inmate's transfer to another facility. Property not claimed within thirty (30) days will be properly disposed of.

603.01-6 Completing Transfer Process

- I. Inmates being transferred to other jurisdictions shall have a Prisoner Receipt completed to record the change of custody. The receipt shall be signed by the receiving authority and a copy will be returned to the Inmate Records Office.
- II. Hendry County holds for inmates being transferred to other jurisdictions that have pending court date(s) or are sentenced, shall be documented by completion of a HOLD ORDER.
 - A. If the inmate is transported by HCSO transport staff, the HOLD ORDER shall be delivered to and signed by the receiving authority. If the inmate is transported by private contractor the HOLD ORDER shall be signed by the transport officer. The receipted copy shall be retained and forwarded to Records. The Records Management System shall be updated to reflect in the custody type for the charge in which the inmate is being turned over to another agency with a HCSO hold.
- III. The Shift Supervisor shall complete and sign the Prisoner Release Checklist, ensuring that all release authentication, identification, and notification procedures have been followed, and clear the inmate for transfer.
- IV. The time, inmate's name, and transfer destination shall be logged in the Jail Log by the Booking Deputy.
- V. Appropriate information shall be entered into the computer, and all other documentation procedures completed as per established procedures.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards
§§ 944.17, .13 (5) (i), Fla. Stat.

FCAC:

N/A

PREA:

N/A

Forms:

Health Information Transfer Summary
Classification Information Transfer Summary
Sheriff's Certificate
Commitment Checklist
Medical State Prison
Hold Order
Prisoner Receipt
Prisoner Release Checklist

Other Policy/ Procedure References:

600.00 Table of Content